Getting Things Done
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With your neighbor -
• Do you have a problem with time?
• How would you describe that problem?
• Complete the thought: "Time is like ... "

Two Aspects of Time
• Becoming – an abstract, dimensional aspect of time. Gives rise to the habit of measuring time.
• Succession of events – how children perceive time
• Of these two aspects, it is becoming that generates anxiety.

Goals of the Pomodoro Technique
• Alleviate the anxiety of becoming
• Enhance focus by cutting down interruptions
• Increase awareness of your decisions
• Improve your work or study process

5 Disciplines of the Pomodoro Technique

1. Check your schedule
• Your first step is to check your schedule. Think about what you need to do today.
• Estimate how long each task should take you, in terms of the number of pomodoros (25-minute sessions) you will need to complete it.
• Now, timetable your tasks.
• Factor in a longer (20 minute) break after 4 or so pomodoro.

2. Set your timer
• Make sure that you have everything you need to begin on your tasks.
• You can use whatever sort of timer you like.
• As you set your timer, make a commitment to work only on the task at hand. Remember, you have a limited time in which to focus your attention on it. (Remember in your rest break, you can return a phone call or chat with colleagues.)
• Do what you can to minimize interruptions before you begin.
3. **Work on your task and only that task**
   - Devote all of your attention to the task at hand for the duration of the session.
   - Don't allow yourself to become distracted if ideas or thoughts about other tasks pop into your head.
   - Have a Distractions List
   - Note interruptions – you may learn to see patterns and be able to head them off
   - If you complete your work before your time is up, use the remaining time to overlearn or check your work.
   - It's a good idea to make a note of how many pomodoros each scheduled task takes you, so that you can use this for future planning – or to compare productivity levels as time goes on.
   - “Eat a live frog every morning, and nothing worse will happen to you the rest of the day.” -Mark Twain

4. **Take a short break**
   - When your timer goes off, take a five-minute break.
   - You may worry that interrupting your work for a break loses time, but regular breaks will restore your energy and improve your productivity to levels that more than make up for any lost time.
   - Cirillo argues that energy levels are far more important than time.
   - Idea is to rest your brain.
   - For maximum benefit, use your breaks to get away from your desk.
   - While you take your break, avoid thinking about what you've been working on so far.
   - Resist the urge to use your breaks to catch up on social media, email or surf the Web. Use the time to do something away from your work area – take a short walk.

5. **Continue your work sessions & take a longer break**
   - When your break is over, reset your timer for the next session and continue your work. When you've completed four pomodoros, take a 20- to 30-minute break.
   - Remember, the important thing here is to replenish your energy levels. The rules are not set in stone.

**Customize It**
- Combine with other Tools - *Getting Things Done* by David Allen
- Remember to have everything you need – put away things you don't need
- When you're "in the flow" you can ignore the breaks but take one when your attention is flagging
- We don't have a constant power source
- Apps for your phone
  - Pomodoro
  - Tide
- For your pc, Tomighty

**Next Step**
- Did you learn or relearn or rethink anything from this presentation?
- Can you give yourself one Next Step based on your learning?
- Turn to a neighbor and share it.
- Do you want them to check with you?